

**SUNY POTSDAM  
INDIVIDUAL TRANSACTION PURCHASES**

SUPPLIER: \_\_\_\_\_ ORDER DATE: \_\_\_\_\_

PHONE # \_\_\_\_\_

NAME/ORDER PLACED WITH \_\_\_\_\_

REQUISITION # \_\_\_\_\_

PURCHASE ORDER #: \_\_\_\_\_

**Tax Exempt #: 14740026K**

Description	Quantity	Unit Price	Total

ACCOUNT #: \_\_\_\_\_

RECEIVER #: \_\_\_\_\_